

Quality Assurance and OPSEC Review

This form is an approval record for ARL generated information to be presented or disseminated external to ARL. Note: Submit all manuscripts in electronic format or camera ready copy. See attached instructions. If more space is needed, use reverse of form (*include block numbers*).

A. General Information

1. Present Date

2. Unclassified Title

3. Author(s)

4. Office Symbol(s)

5. Telephone Nr(s)

6. Contractor generated No Yes
If yes, enter Contract No. and ARL COR

7. Type: Report Abstract Publication Presentation (*speech, briefing, video clip, poster, etc*) Book Book Chapter Web

8. Key Words

9. Distribution Statement (*required*) Is manuscript subject to export control? No Yes

Circle appropriate letter and number. (*see instructions for statement text*)
A B C D E F X 1 2 3 4 5 6 7 8 9 10 11

10. Security Classification

B. Reports

11. Series

12. Type

13. No. of pages

14. Project No.

15. Period Covered

16. Sponsor

C. Publications

17. Is MS an invited paper? No Yes

19. Material will be submitted for publication in

18. Publication is a refereed journal?

No Yes

Journal

Country

D. Presentations

20. Conference Name/Location

21. Sponsor

22. Conference Date

23. Due Date

24. Conference is
Classified

Open to general public

Unclassified/controlled access

25. For nonpublic meetings: Will foreign nationals be attending?
No Yes (*If yes, list countries and identify International Agreement(s)*)
Don't know

26. Material will be

Oral presented only

Oral presented and published in

(*If published, complete block 18 and 19, Section C.*)

E. Authors Statement: 27. All authors have concurred in the technical content and the sequence of authors. All authors have made a substantial contribution to the manuscript and all authors who have made a substantial contribution are identified in Block 3.

ARL Lead Author or COR

Date

F. Approvals

28. First line Supervisor of Senior ARL Author or COR

Name

Date

29. Reviewer(s) (*Technical/Editorial/NA*)

Name(s)

Date

30. Limited distribution information for release to foreign nationals

31. Classified Information

Classified by

Declassified on

Foreign Disclosure

Date

Command Security Manager

Date

OPSEC REVIEW CHECKLIST

OPSEC POC: Complete and explain any positive responses in block 9.
Note: ARL must be the proponent of the proposed information for release.

<p>1. Does this material contain Sensitive Information? YES NO</p> <p>2. Does this information contain state-of-the-art, breakthrough technology? YES NO</p> <p>3. Does the United States hold a significant lead time in this technology? YES NO</p> <p>4. Does this information reveal aspects of reverse engineering? YES NO</p> <p>5. Does this material reveal any security practices or procedures? YES NO</p> <p>6. Does this information reveal any security practices or procedures? YES NO</p> <p>7. Would release of this information be of economic benefit to a foreign entity, adversary, or allow for the development of countermeasures to the system or technology? YES NO</p>	<p>8. Does this material contain:</p> <p>a. Any contract proposals, bids, and/or proprietary information? YES NO</p> <p>b. Any information on inventions/patent application for which patent secrecy orders have been issued? YES NO</p> <p>c. Any weapon systems/component test results? YES NO</p> <p>d. Any ARL-originated studies or after action reports containing advice and recommendations? YES NO</p> <p>e. Weakness and/or vulnerability information? YES NO</p> <p>f. Any information on countermeasures? YES NO</p> <p>g. Any fielding/test schedule information? YES NO</p> <p>h. Any Force Protection, Homeland Defense (<i>security</i>) information? YES NO</p> <p>i. Information on subjects of potential controversy among military services or other federal agencies? YES NO</p> <p>j. Information on military applications in space, nuclear chemical or biological efforts: high energy laser information; particle beam technology; etc? YES NO</p> <p>k. Contain information with foreign policy or foreign relations implications? YES NO</p>
---	---

OPSEC Approval Statement

I, the undersigned, am aware of the adversary's interest in DOD publications and in the subject matter of this material and that, to the best of my knowledge, the net benefit of this release out weights the potential damage to the essential security of all ARL, AMC, Army, or other DOD programs of which I am aware.

 OPSEC Reviewer (*Printed name/signature*)

 Date

9. Space for explanations/continuations/OPSEC review comments

Final Release Clearances

32. Public/Limited release information

a. Material has been reviewed for OPSEC policy.

 ARL OPSEC Officer

 Date

b. The information contained in this material is / is not approved for public release/ has received appropriate tech/editorial review.

 Division Chief

 Date

c. This information is accepted for public release.

 Public Affairs Office

 Date

General Instructions for Completing ARL Form 1

ARL Form 1 is an approval record to insure quality assurance and OPSEC Review for ARL information presented or disseminated externally. Authors or COR should keep a copy of the completed form (with all approvals). The originating directorate should retain the original completed form. Other interested offices may retain copies for their files.

A. General Information *(Lead Author or COR completes this section)*

Note: If a possible invention is involved, check with the Legal Office.

Block 1. Self explanatory.

Block 2. Self explanatory.

Block 3. Enter the names of all coauthors in order of contribution with the lead author listed first.

Block 4. Office symbol of each coauthor. (ARL employees only)

Block 5. Telephone number of each coauthor

Block 6. Self explanatory.

Block 7. Type: Check the box that applies to the type of information. For reports, complete section B. For external publications, complete section C. For presentations, complete section D.

Block 8. Key words: Use key words or phrases identifying major subjects in the report. For classified reports, put classification of key word in parentheses following each word.

Block 9. Enter the applicable distribution statement at the time of generation. Distribution statement (ref: DoD Directive 5230.24). Check the appropriate letter and number, as follows:

I. Statement wording

II. Possible reason(s)

Public release information:

A. Approved for public release; distribution unlimited.
(Requires approval in block 32.)

Limited distribution (statements B through E may be used on unclassified or classified technical documents):

Distribution authorized to (choose appropriate distribution statement (below) and reason (next column))

B. U.S. Government agencies only; [choose from reasons 1-9 below] (publication date)

C. U.S. Government agencies and their contractors; [reasons 1, 3, 7-9] (publication date).

D. DoD and DoD contractors only; [reasons 1, 3, 7-9] (publication date).

E. DoD components only; [reasons 1-9, 11] (publication date).

Other requests for this document must be referred to [DoD controlling office].

1. foreign government information

2. proprietary information

3. critical technology

4. test and evaluation

5. contractor performance evaluation

6. premature dissemination

7. administrative/operational use

8. software documentation

9. specific authority

10. export limitations

11. direct military support

F. Further dissemination only as directed by [DoD controlling office] (publication date) or higher DoD authority. (Normally used on classified documents)

X. Distribution authorized to U.S. Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoD Directive 5230.25 (publication date). Controlling DoD office is [insert DoD controlling office name or symbol].

Note: statement X shall not be used on classified documents.

II. Export-control warning notice

[Ref. DoD 5230.25]

Indicate whether the MS is subject to export control (e.g., International Traffic in Arms Regulation (ITAR) or Export Administration Regulation (EAR)). A publication containing export-control technical data must carry the following statement on its cover:

Warning-This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec. 2751 et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C. App 2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25.

Block 10. Security classification: Designate the highest security classification of the information.

B. Reports *(Lead author or COR must complete all blocks)*

- Block 11.** Series. Enter appropriate acronym: technical report, TR; memorandum report, MR; technical note, TN; contractor report, CR; or other (explain on reverse of form).
- Block 12.** Type: State whether report is summary, final, progress, interim, etc.
- Block 13.** No. of pages: Enter total number of manuscript pages; include tables and figures.
- Block 14.** Project No.: Enter the ARL project number under which the work reported on was carried out. This number is used only to provide a means of identifying the principal source of support for the work involved.
- Block 15.** Period covered. Enter the inclusive dates (month, year) of the period covered (such as the life of a contract in a final contractor report).
- Block 16.** Sponsor: Enter name and address of sponsor of work.

C. Publications *(Lead author or COR completes this section)*

- Block 17.** Self-explanatory.
- Block 18.** Self-explanatory.
- Block 19.** Self-explanatory.

D. Presentations *(Lead author or COR completes this section)*

- Block 20-22.** Self-explanatory.
- Block 23.** Date manuscript is due for submission.
- Block 24.** Check appropriate box. If meeting is classified, enter the level of classification.
- Block 25.** If appropriate, identify international agreement that authorizes release of information (controlled unclassified information requires Foreign Disclosure Officer approval; see block 30). For assistance, contact your Intelligence/Security Division.
- Block 26.** Self-explanatory.
- Block 27.** The ARL lead author or the Contracting Officers Representative if there are no ARL authors must complete this statement.

E. Approvals

- Block 28.** The first line supervisor signature indicates that information has been reviewed for propriety, technical accuracy: appropriate distribution statement, and security classification: and all information furnished on form is correct. For joint ARL employee/contractor manuscripts the collaboration is consistent with the contract. For reports, signature also indicates approval of report series and distribution list.
- Block 29.** An ARL employee who is familiar with the material should review the manuscript for technical merit and clarity. Signature indicates that information is technically accurate and manuscript is worthy of publication. Authors must submit ARL reports for editorial review; submission of other manuscripts is optional. If the manuscript has received editorial review, the editor should also sign this block. Manuscripts submitted to professional journals that receive peer review and editing prior to publication do not need technical and editorial review within ARL. For this case, the lead author should complete the block indicating "N/A".
- Block 30.** Foreign Disclosure Officer approval for limited distribution of controlled unclassified information for release to foreign nationals.
- Block 31.** Classified information, "Classified by": Enter the classification authority (in accordance with DoD Directive 5200.1 F, Chapters I, IV, VII, XI, App A). "Declassify on": Indicate specific date or event for declassification or notation "OADR" (originating agency determination required).
- For external presentations and publications, author should obtain security manuscript. For reports, Technical Publishing will coordinate with Security Office. Signature indicates that report, distribution, and security classifications/markings are approved.
- OPSEC Review Checklist.** ARL-designated OPSEC POC completes checklist and, if release is approved, signs approval statement.
- Block 32.** The Division Chief's signature indicates that all approvals have been completed and the material is suitable for release. The Division Chief should forward the Form 1 to his/her Directorate and a copy to the Public Affairs Office. The Directorate should maintain the form for five years.